

# 5 Day Personal Leave Plan

- ▶ Participating collective bargaining unit and agencies – As of 11/30/11
  - NAGE units 1, 3, and 6
  - Alliance/AFSCME Council 93 Unit 2; Local 888, SEIU, Unit 2
  - Alliance/Local 509, SEIU, Units 8 & 10

# 5 Day Personal Leave Plan

- ▶ Employees on the payroll as of 9/1/11 will be grandfathered into the 5 day personal leave plan.
- ▶ Employees on the payroll as of 9/2/11 or later remain in the 3 day personal leave plan.

## **5 Day Personal Leave Frequently Asked Questions (FAQ)**

- Q.** Are employees from the Judicial branch, Higher Education, Department of Transportation (DOT), Sheriffs departments or Constitution and Independent agencies eligible for 5 personal days if they were on the payroll as of the eligibility date and transfer to an Executive Branch agency?
- A.** The employee is not eligible for 5 personal days and should receive 3 personal days the following January.
- Q.** Employees who are currently in a bargaining unit that receives 5 personal days on 1/1/12 and then transfers into another bargaining unit after 1/1/12 that does not receive 5 personal days but receives Evacuation & Bunker Hill Holidays. Is this employee still entitled to the 5 personal days?
- A.** No, an adjustment of personal time should be made as the employee will receive the Suffolk holidays under the current contract.
- Q.** Employees who are currently in a bargaining unit that receives 5 personal days on 1/1/12 and then transfers into another bargaining unit that does not receive 5 personal days but receives the Evacuation and Bunker Hill Holidays. The employee uses all 5 personal days prior to the transfer. Is this employee still entitled to the Evacuation & Bunker Hill Holiday?
- A.** No, the employee should not receive more than 5 personal days in total between both the personal days and Suffolk holidays.
- Q.** If a manager or confidential employee transfers into a bargaining unit that receives the 5 personal days, are they eligible to receive 5 personal days?
- A.** Yes, if the employee was on the payroll as of the date of eligibility with no break in service. The employee should receive a prorated portion of the 2 additional personal days based on the month they transfer into the bargaining unit.
- Q.** An employee is on the payroll as of 9/1/2011 but terminates from employment before January 1, 2012 leave accruals. The employee is then rehired after 9/1/2011. Is the employee entitled to 3 or 5 days personal leave?
- A.** The employee should only receive 3 personal days or prorated 3 days based on their month of re-hire.

## **5 Day Personal Leave Frequently Asked Questions (FAQ)**

- Q.** Are part time employees who are on the payroll as of the date of eligibility entitled to their prorated portion of the 5 personal days?
- A.** Part time employees on the payroll as of the date of eligibility are entitled to their prorated portion of the 5 personal days.
- Q.** An employee receives 5 personal days and terminates. If they are rehired in the same year, after a break in service, are they entitled to 5 or 3 personal days when leave accruals runs the following January?
- A.** The employee is entitled to 3 personal days the following January.
- Q.** Are employees who were laid off and recalled entitled to 5 personal leave days?
- A.** Employees who were laid off and subsequently rehired are entitled to 5 personal days or a prorated portion of the 5 days, based on their month of rehire if they were on the payroll as of 9/1/11. Employees hired on or after 9/2/2011 and subsequently laid off and recalled should receive 3 personal days or a prorated portion of the 3 days based on their month of rehire.